



PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division
Vancouver, Washington Division
Community Based Outpatient Clinics
Salem, OR Bend, OR
Camp Rilea (Warrenton, OR)
Hillsboro, OR East Portland, OR*



NOTICE OF VACANCY

1. <u>Announcement Number</u> T38-10-0134-KA	2. <u>Title, Series, Grade, Salary</u> Health Technician (Eye Care) (40036A/01410A) GS-640- 7 \$40,894 to \$53,166 per annum (Based on full-time employment)	3. <u>Tour of Duty</u> 8:00a – 4:30p M-F	4. <u>Duty Station</u> Operative Care Division, Vancouver Division
5. <u>Type & Number of Vacancies</u> Temporary NTE 1 year and 1 day 1 Full-time position	6. <u>Contact</u> Human Resources Assistant 503-273-5236	7. <u>Opening Date</u> 04/06/10	8. <u>Closing Date</u> 04/20/10

WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Any US Citizen

MAJOR DUTIES:

Receives requests or instructions for procedures. Interprets requests or instructions for eye health care personnel. Receives assignments for a variety of difficult fittings of frames and lens. Employee independently interprets and carries out the requests. Secures patients' confidence and cooperation during procedures. Explains procedures, positions patients for desired results, and cushions and shields patients as appropriate. Determines technical factors, sets controls and operates equipment and instruments. Sets up. And adjusts specialized equipment with multiple features that requires precise patient positioning to operate correctly. Assists medical staff with or performs diagnostic procedures used to diagnose medical conditions. Performs a range of support duties such as taking, recording and reporting to supervisor deviations in optical prescriptions. Secures the confidence and cooperation of patients during procedures. Provides general clerical/administrative support coordination work for the unit. Receives and directs patients, answers routine inquiries and makes referrals.

THIS POSITION IS IN THE BARGAINING UNIT

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualification Standards Handbook for GS-0640 series apply and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

Specialized Experience: Positions in this series range widely in type and include support duties to medical or health personnel such as audiologists, speech pathologists, medical officers, and optometrists. Therefore, technician experience is experience that required application of the knowledge, methods, and techniques of the position to be filled. One year of specialized work experience may include work as an eye technician, optical technician, health technician in an eye center, or similar position with duties relating to eye care. Duties may have included, but are not limited to, independently explaining procedures and positioning patients for a variety of difficult invasive procedures, operating and maintaining medical instruments and equipment for diagnostic and treatment procedures, setting equipment parameters based on the patient's diagnosis or specific and/or individualized testing criteria, making precise adjustments to clarify readings and measurements, serving as a technical expert in the operation and maintenance of specialized equipment and instruments, documenting charts, directs patient care duties and patient safety, providing training in proper patient care, furnishing information for insurance claims and preparing statements of treatment or stays, acting as consultant to patients and team members in the eyeglass specialty area such as lens materials, tints, coating, multi-focal styles best suited for patient need, and eyeglass safety in compliance with ANSI standard Z28, and eligibility requirements, and maintaining the dispensing unit by inventorying and ordering supplies, equipment maintenance and repair in order to ensure a high quality and highly efficient unit.

Substitution of Education for Experience: Graduate education or an internship meets the specialized experience required above GS-5 *only* in those instances where it is directly related to the work of the position. One full year of graduate education meets the requirements for GS-7. If using education as a substitute for experience, please submit a copy of your college transcripts with application packet.

BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors may result in your application receiving a less than desirable rating:

1. Knowledge of medical and equipment terminology related to optical and optometry procedures.
2. Ability to effectively communicate with patients, family members, and hospital staff.
3. Understanding of policies and procedures in the optical and optometry section sufficient to assist staff and respond to patient inquiries.
4. Ability to prioritize and complete multiple tasks.

CONDITIONS OF EMPLOYMENT:

This is an Excepted Appointment. Excepted service positions have been excepted from the requirements of the competitive service by law, Executive Order, or by OPM regulation (5 USC 2103 and 5 CFR part 213). Public law No. 108-170 converts this occupational series from the competitive civil service to the Hybrid Title 38 employment system.

Applicants without prior federal service will be appointed at step one of the grade

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

All information submitted to this VA Medical Center is subject to verification by VetPro.

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

A drug test may be required for an applicant who is tentatively selected.

A pre-employment physical examination will be required for an applicant who is tentatively selected.

Applicants appointed to direct patient care positions must be proficient in spoken and written English as required by 38 USC 7402(d) and 7407(d).

[VACareers](#) has descriptions of all Title 38 Jobs and their benefits.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

HOW TO APPLY:

All Applicants must submit:

1. [OF 612, Optional Application for Federal Employment](#) (attach additional sheets of paper if needed for additional job experience (in same format as application)), or Resume. (Please refer to [OF-510, Applying for a Federal Job](#) on the USA jobs website (<http://www.usajobs.opm.gov/>) for information on how to apply with a resume instead of OF-612
2. [OF-306, Declaration for Federal Employment](#) (January 2001 version or later).
3. Veterans Preference:
 - a. DD-214, Military Discharge Paper (copy must display the required data which includes awards/medals/badges, dates and character of service) (For 5 Point Veteran's Preference).
 - b. [SF-15, Application for 10-point Veteran Preference](#) (December 2004 version or later)
 - c. VA letter or DOD documentation of service-connected disability rating dated 1991 or later.
4. SF-50, Notification of Personnel Action (if applying as a current or former federal employee).
5. Narrative statement relating to all of the KSAs. Candidates **must** submit a narrative statement on a separate page(s) with specific responses to all of the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to all of the KSAs will result in the applicant receiving a less than

desirable rating.

6. A copy of your college transcripts (Optional unless education is required or is being used to qualify).

All application packets must be received in Human Resources by Close of Business (COB) on 04/20/10.

Application forms may be obtained in Human Resources Office or on our external website,

<http://www.visn20.med.va.gov/Portland/mc/hr>

Applications may be mailed to:

Portland VA Medical Center, P4HRMS

Attn: T38-10-0134-KA

PO Box 1034

Portland, OR 97207

Or brought in person to:

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

APPLICANT'S PLEASE NOTE:

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.
- Foreign Education: To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specializes in the interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.
- **It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.**